

Student Rules and Regulations Committee

Proposal to Revise Rules

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(Additions to rules are bolded and underlined, deletions to rules are indicated by strikethrough)

EXISTING RULE:

7.3 Students may be excused from attending class on the day of a graded activity or when attendance contributes to a student's grade, for the reasons stated in Section 7.1, or other reason deemed appropriate by the student's instructor. To be excused the student must notify his or her instructor in writing (acknowledged e-mail message is acceptable) prior to the date of absence if such notification is feasible. In cases where advance notification is not feasible (e.g. accident, or emergency) the student must provide notification by the end of the second working day after the absence. This notification should include an explanation of why notice could not be sent prior to the class.

If needed, the student must provide additional documentation substantiating the reason for the absence, that is satisfactory to the instructor, within one week of the last date of the absence.

If the absence is excused, the instructor must either provide the student an opportunity to make up any quiz, exam or other graded activities or provide a satisfactory alternative to be completed within 30 calendar days from the last day of the absence.

RULE WITH PROPOSED CHANGES:

7.3 Students may be excused from attending class on the day of a graded activity or when attendance contributes to a student's grade, for the reasons stated in Section 7.1, or other reason deemed appropriate by the student's instructor. **Except in the case of the observance of a religious holiday**, to be excused the student must notify his or her instructor in writing (acknowledged e-mail message is acceptable) prior to the date of absence if such notification is feasible. In cases where advance notification is not feasible (e.g. accident, or emergency) the student must provide notification by the end of the second working day after the absence. This notification should include an explanation of why notice could not be sent prior to the class. **Accommodations sought for absences due to the observance of a religious holiday can be sought either prior or after the absence, but not later than two working days after the absence.**

If needed, the student must provide additional documentation substantiating the reason for the absence, that is satisfactory to the instructor, within one week of the last date of the absence.

If the absence is excused, the instructor must either provide the student an opportunity to make up any quiz, exam or other graded activities or provide a satisfactory alternative to be completed within 30 calendar days from the last day of the absence.

JUSTIFICATION FOR PROPOSED CHANGE:

Clarifies when notification of an excused absence regarding a religious holy day can be accepted. This will align us to be compliant and congruent with state law in regards to notification.

COMMENTS:

- Approved by the Student Rules and Regulations Committee on 11/20/2009.
- [Approved by Faculty Senate on 12/14/09.](#)
- [Approved by President on 1/12/10.](#)

SUBMITTED BY:

Antonio Cepeda-Benito, Dean of Faculties and Associate Provost